

**Law, Legislative Services & Security Report to the
Organizational Meeting of Council
2024 October 22**

**ISC: UNRESTRICTED
C2024-1000**

2025 Council Calendar and Deputy Mayor Roster

PURPOSE

This Report recommends a proposed 2025 Council Calendar and a proposed 2025 Deputy Mayor Roster to Council for its adoption. An amendment to the Procedure Bylaw 35M2017 is also proposed, to clarify which meetings can be scheduled between Nomination Day and the Organizational Meeting of Council in the year of a General Election.

PREVIOUS COUNCIL DIRECTION

At the 2023 April 25 Regular Meeting of Council, Council adopted the recommendations in Report EC2023-0206, 2022-2023 White Goose Flying Annual Progress Update, and established an annual Regular Council Meeting with an Indigenous Focus during the month of September, starting in 2024. At the 2023 October 24 Organizational Meeting of Council, Council adopted the proposed 2024 Council Calendar and proposed 2024 Deputy Mayor Roster.

RECOMMENDATIONS:

That Council:

1. Amend Procedure Bylaw 35M2017 by giving three readings to Proposed Bylaw 35M2024 in Attachment 1.
2. Adopt the proposed 2025 Council Calendar in Attachment 2; and
3. Adopt the proposed 2025 Deputy Mayor Roster in Attachment 3.

CITY MANAGER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- The Procedure Bylaw requires that Council annually adopt a schedule of meetings for the subsequent year (“a Council Calendar”) and a roster of Deputy Mayors for the following year.
- An effective annual Council Calendar ensures that Members of Council and Administration can plan, coordinate, and bring forward work relating to Council’s priorities for the upcoming year.
- Section 193 of the *Municipal Government Act* (“MGA”) requires that all Members of Council be present, in person or remotely, when a Council Calendar is adopted.
- Section 152 of the MGA also requires that Council must appoint one or more councillors as deputy chief elected officials (“Deputy Mayors”) who can act as the chief elected official (“Mayor”), one at a time, when the Mayor is unable to perform the duties of the Mayor or if the Office of the Mayor is vacant.
- As a General Election will be held in 2025, amendments to Section 130 of the Procedure Bylaw are recommended to:
 - clarify that meetings of City Boards, Commissions, and Committees such as the Calgary Planning Commission may be scheduled between Nomination Day and the Organizational Meeting following the General Election; and

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- further clarify that Council may hold a Special Council meeting in accordance with Section 194 of the MGA.

DISCUSSION

Council Calendar

The proposed 2025 Council Calendar (Attachment 2) reflects the following framework:

1. Council Meetings:
 - Council Meetings are scheduled on Tuesdays wherever possible.
 - Additional Regular Council Meetings are scheduled for the following specific topics:
 - Organizational Meeting of Council (Part I: 2025 October 29, and Part II: 2025 November 3);
 - The 2025 October 29 Organizational Meeting of Council will:
 - commence with the Swearing-In Ceremony at 6:00 p.m. on 2025 October 29; and
 - reconvene on 2025 November 3 for Council to appoint Members of Council to Council Committees;
 - Boards, Commissions, and Committees (2025 May 22, and 2025 December 4);
 - The December Boards, Commissions, and Committees (“BCCs”) meeting will be exclusively for appointing Public Members to BCCs.
 - Section 3 of the Election Year Continuity of Council’s Citizen Appointments Bylaw 54M2021 provides that “any Council appointed member of a Board, Commission, or Committee whose term expires on the day of council’s Organization Meeting in the year in which a general election is held under the *Local Authorities Election Act* may continue to serve until that member’s successor is appointed by council”;
 - Indigenous Focus Meeting (2025 September 15); and
 - 2023-2026 Service Plans and Budgets (2025 November 10 and 2025 November 24-28).
 - Strategic Council Meetings are scheduled for March, June, September, and December.
2. Council Committee Meetings:
 - Standing Policy Committees: monthly on a Wednesday or Thursday (full day), except the 2025 July 21 meeting of Infrastructure and Planning Committee.
 - Standing Specialized Committees: monthly or quarterly, on a Tuesday, Wednesday, or Thursday (half day).
 - Audit Committee: 10 monthly meetings on Thursday (half day).
 - Meetings that are scheduled at the call of the Chair are added to a consolidated convenience copy of the Council Calendar by the City Clerk and published on Calgary.ca as required.
3. City BCC Scheduling:
 - Section 19 of the Procedure Bylaw provides that “other City BCCs shall meet as soon as possible after the Organizational Meeting of Council to set their annual

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meeting schedule, with input from the City Clerk, to minimize conflict between meetings and to ensure proper and timely notification of the public.”

- Meetings of City BCCs such as the Calgary Planning Commission are not reflected on the proposed Council Calendar for Council’s adoption; however, their meeting schedules will be included for convenience in the Council Calendar made available on calgary.ca.
4. The proposed dates for the Wholly Owned Subsidiaries Annual General Meetings in May and June are indicated on the 2025 Council Calendar in green.
5. No Council and Council Committee meetings are scheduled on statutory holidays and the following dates:
- Calgary Board of Education Spring Break (March 24–28);
 - Calgary Catholic School District Easter Break (April 21–25);
 - Travel to the Federation of Canadian Municipalities Conference (May 28);
 - Federation of Canadian Municipalities Conference (May 29 – June 1);
 - Calgary Stampede (July 4-13);
 - August Council Recess (August 1-31);
 - Alberta Municipalities Convention and Trade Show (November 12-14); and
 - Year-End Recess (December 25-31).

Deputy Mayor Roster

Each year, 12 Councillors are selected to serve as Deputy Mayor. Councillors Carra and Chu did not serve as Deputy Mayor during 2024. They have been proposed to serve as Deputy Mayor for 2025 January and February, allocated randomly. A random draw of the remaining Councillors and incoming Councillors following the 2025 General Election was conducted for the months of 2025 March to December and the proposed 2025 Deputy Mayor Roster reflects the order of Councillors drawn.

The Deputy Mayor for October will serve until the Organizational Meeting of Council (Part I – Swearing in Ceremony) on 2025 October 29. The Deputy Mayor for November will serve from the Swearing in Ceremony on 2025 October 29 through 2025 November 30.

Once the Deputy Mayor Roster is adopted by Council at the Organizational Meeting of Council, monthly Deputy Mayor assignments will be reflected in the full year consolidated copy of the 2025 Council Calendar available on calgary.ca.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|---|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input checked="" type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

The City Clerk’s Office engaged Members of Council, Administration, and Council Committee resource staff about the proposed 2025 Council Calendar.

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IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implication

No anticipated service or financial impact

RISK

Not applicable

ATTACHMENTS

1. Proposed Bylaw 35M2024
2. Proposed 2025 Council Calendar
3. Proposed 2025 Deputy Mayor Roster
4. Background and Previous Council Direction
5. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor and General Counsel	Law, Legislative Services, and Security	Approve
Katarzyna Martin Director/City Clerk	Law, Legislative Services, and Security	Approve

Author: Brent Dufault, City Clerk's Office